

V. PROGRAM MANAGEMENT

A. Purchase of Service

Counties may provide services directly or they may purchase services from public or private service providers. If counties purchase services, they must comply with the CDSS Manual of Policies and Procedures (MPP) Division 23, Chapter 23-600, Purchase of Service.

In order to provide culturally and linguistically compatible services in a cost-efficient manner and as soon as possible, counties are encouraged to promote and give special consideration to the provision of services through refugee service organizations, such as Mutual Assistance Associations (MAAs) and VOLAGs. Counties are also encouraged to consider public or private non-profit, faith-based, refugee, or community-based organizations (CBOs) as service providers.

Counties' plans are to give priority consideration to refugee CBOs for funding if they demonstrate the capacity to implement the programs proposed by the counties' refugee plans. To receive funds, their capacity must be comparable to that of other competitors who may apply and qualify for funding. The continued or increased use of qualified refugee CBOs in the delivery of services helps to ensure the provision of culturally and linguistically appropriate services.

In accordance with MPP Division 23, Section 23-621 Contract Periods, the county may enter into multi-year contracts with non-bid extensions, only if the county's request for proposal contains specific language allowing such extensions with service providers. However, in no instance, shall the county provide for more than two extensions to the original contract without both requesting and receiving authorization from CDSS, prior to approving another extension.

B. RSS and TA Formula Allocations

RSS and TA Formula funding is allocated annually by CDSS on a FFY basis (October 1 through September 30). Each eligible refugee-impacted county is allowed a 24-month project period, plus a 45-day close-out period, in which to expend the monies. For example, if County X is allocated \$100,000 to provide refugee specific training and employment services, County X will have 24 months beginning with October to provide services and claim reimbursement for the \$100,000. After the 24 months, the following 45 days may be used by the county as a close-out period for activities such as audits, preparation and submission of statistical reports, and fiscal claims/reports. The final claim for reimbursement must be submitted no later than November 15th of the year the grant closes.

The following describes the specific funding methodology for each program:

- **RSS Allocations** – W&I Code Section 13276(a) requires CDSS to determine which counties are eligible to receive RSS funds and to establish annual RSS allocations for those eligible counties. CDSS currently determines eligible counties using a minimum threshold of 500 refugee arrivals over the most recent five-year period.

The RSS allocations are based on numbers obtained from the Medi-Cal Eligibility Data System (MEDS) of refugee adults on aid who have been in the U.S. 60 months or less in the refugee-impacted counties. Funding is allocated to these counties based on the current number of refugees receiving RCA and CalWORKs in each county while assigning specific weights relative to each refugee's time in the U.S. For example, when calculating each county's allocation, a weight of 1.50 is given to the number of refugees who have been in the U.S. one year or less; a weight of 1.25 is given to the number of refugees who have been in the U.S. two years or less, but more than one year; and a weight of 1.00 is given to the number of refugees who have been in the U.S. five years or less, but more than two years.

- **TA Allocations** – The TA funding is allocated by CDSS to specific counties based on the amounts which are identified for each county in the ORR Final Notice of Targeted Assistance Formula Allocations each year. Counties are qualified by ORR once every three years, using a formula that considers both the number of refugee arrivals during the most recent five-year period and the percentage that refugee arrivals represent to the overall county population. TA funding goes to counties with large refugee populations, high refugee concentrations, high use of public assistance, and counties in which specific needs exist for supplementation of currently available resources.
- **RSS/TA Administrative Cost Limits** – County administrative budgets for TA programs (excluding discretionary projects) shall not exceed the percentage for county administrative costs permitted by the Federal Notice in administering the Refugee TA program. The Federal TA notice directs a cap for administrative cost limits, currently the cap limit is at 15 percent. State Law (W&I Code Section 13275) requires that RESS administrative costs shall not exceed the percentage for county administrative costs permitted by the CDSS in administering the Refugee TA program. Administrative costs should be based on projections of actual needs and should be limited to the extent possible to maximize available funding for services to clients.

Discretionary projects funded by the TA program are generally limited to 15 percent of the allocation for county administrative costs, unless otherwise specified in the funding announcement.

For purposes of the refugee program funded by RSS and TA funds, allowable administrative costs include contracting, monitoring, invoicing, and performance and progress statistical reporting.

C. Advances

Counties may request one RSS formula and one TA formula advance per fiscal year. An advance cannot equal more than one-fourth of the county's total allocation (which does not include the amount for State Administration). Requests for advances must be submitted in writing to:

Refugee Programs Bureau
California Department of Social Services
744 "P" Street, M.S. 6-646
Sacramento, CA 95814

CDSS will recoup fractions of the advances on a monthly or quarterly basis beginning with the first invoice that is submitted for reimbursement by counties. If the invoices are submitted on a quarterly basis, the advance will be recouped during the first three quarters of the grant period. If the invoices are submitted on a monthly basis, the advance will be recouped over the first nine months of the grant period. The recoupment process will be completed prior to the end of the allocation period.

D. Invoicing

Invoices for reimbursement for refugee services must be submitted to CDSS on a monthly or quarterly basis, consistent with the billing cycle chosen by the county. The Claim for Reimbursement Form (RS 52) (See Exhibit B) should be used to claim expenditures, with back-up documentation attached. Costs are to be reported using only these component categories listed in the Classification of Expenditures column on the RS 52. It is preferable that the original invoice be signed in an ink color other than black. An original invoice and three copies are to be submitted on a timely basis to:

Refugee Programs Bureau
California Department of Social Services
744 "P" Street, M.S. 6-646
Sacramento, CA 95814